



# **NASA** **A**utomated **A**ward **S**ystem

***“Helpful Hints”***  
***For MSFC Users Only***

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For questions on NAAS, or Awards in general, contact the Awards Office:

Laura Groce (NAAS) at 256-544-9154, or [Laura.L.Groce@nasa.gov](mailto:Laura.L.Groce@nasa.gov)

Paulette Davy at 256-544-5656, or [Paulette.A.Davy@nasa.gov](mailto:Paulette.A.Davy@nasa.gov)

See also HS40-OWI-0005\*, Incentive Awards, for official MSFC policy.

*\*Soon to be updated to a Marshall Work Instruction (MWI), directive number to be determined.*

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## GENERAL INFORMATION

This user guide contains information not included in the handouts you received from the NAAS training. And when you see colored text in the text part of a page, it is color-matched to a circle/oval, rectangle, text box, or highlight of the same color superimposed over the picture/figure on that same page.

This system uses Flashplayer. If you do not have Flashplayer installed on your computer, the system will prompt you when you first try to login. Installation is fast and easy; just follow the prompts.

- Because NAAS uses Flashplayer, you will need to **use your mouse to click on all buttons** in the system/application instead of pressing the Enter key on your keyboard.
- This application will time you out. ***Even if you have been working nonstop*** in NAAS, every so often (between 15 and 30 minutes) you will see a warning message pop-up on your screen, telling you that you will be timed out of NAAS “in 1 minute due to inactivity”. Just click on the “OK” button and keep working.

### WHO CAN USE NAAS?

Per MSFC policy, only Supervisors, Administrative Officers (AO), and the Awards Office will have access to NAAS (this policy statement will be reflected in the Incentive Awards MWI when the update is completed). Each supervisor at MSFC has at least one AO as backup; many have more backup than that (a deputy, a second AO, or at the very least the Awards Office).

### PERIOD OF PERFORMANCE

Although NAAS does not require the beginning and ending dates (the “Period Covered” dates on the MSFC Form 507) to submit a nomination, MSFC policy\* is still in effect:

- An award nomination should be initiated as soon as possible after the completion of the task being rewarded, but no more than 6 months after said completion.
- Nominations for On-the-Spot and Time-Off Awards should be initiated within 48 hours of completion of the task being rewarded.

### AWARD BUDGET BALANCES

NAAS features a budget/ledger tool that will show the running (remaining) balance at the Directorate/Staff Office/Program Office level (“Organization” – see definition on page 7) and all subordinate organizational levels (“Division” – see definition on page 7). Please note that this feature is only a tool for convenience, and ***not the official permanent record***. There is no print capability for the ledger.

### MONETARY AWARDS TO OTHER NASA CENTER CS NOMINEES (CRITICAL!)

If you want to nominate a Civil Servant from another NASA Center for *any type of monetary award*, you must contact the MSFC Incentive Awards Office (Paulette Davy or Laura Groce) to coordinate the award funds transfer activity *before* submitting the nomination through NAAS.

### TIME-OFF AWARDS

Supervisors can nominate any employee Centerwide for any award (as applicable) **EXCEPT** the Time-Off Award (TOA). ***Employee(s) must be in your direct subordinate chain-of-command to either nominate or approve TOA nominations, per MSFC policy\*.*** See HS40-OWI-0005 for complete details on Time-Off Awards.

*\*See HS40-OWI-005, Incentive Awards, for complete details; this OWI will soon be updated to a Marshall Work Instruction, directive number to be determined.*

## GENERAL INFORMATION (Continued)

### GROUP AWARDS INFORMATION (CRITICAL!)

In NAAS, all group awards are either strictly “compensatory” (monetary or time-off) or “honorary” (certificates only) when listing your *Civil Servant* nominees.

- If a *monetary* group award (Group Achievement Award, Group On-the-Spot Award) is created, every CS nominee must be designated a valid cash award amount (see HS40-OWI-005 for valid amounts).
- If a Group *Time-Off* Award is created, every CS nominee must be designated a valid number of hours to be awarded (see HS40-OWI-005 for valid hour amounts).
- You **cannot mix** cash and non-cash CS nominees (same for time-off hours). If you have CS team members that you want to receive a certificate only, you **must** create a separate “**non-monetary**” Group Achievement Award nomination from the “Award Title” drop-down menu (see Figure 5 on page 12). To do this effectively, be sure to read the award **description**, which will tell you if you have selected a monetary, time-off, or non-monetary group award.
  - However, the “non-monetary” team can have the same team/group name, and also the same citation.

### “TELL NAAS WHICH ONE” (IMPORTANT!)

Because of application requirements, in certain places you will be required to “tell NAAS which one” by clicking and highlighting—even if there is only one choice listed:

- When initiating “compensatory” nominations [cash or time-off] [group or individual] for *Civil Service* employees, you must “tell NAAS” which CS nominee (even if only one is listed) by clicking to highlight each nominee before typing in the cash or hours amount in the appropriate box.
- In the Drafts screen, you have to click and highlight to tell NAAS which one you want to edit or delete, even if there is only one draft saved.
- In the Status screen, click and highlight to tell NAAS which nomination you want to check the status of, even if only one is listed (see Figure 17 on page 24).
- In the Query screen, after performing a search, click and highlight to activate “View Nomination”, “Export Nomination”, and the “NAAS Action Log” table.

### COPY AND PASTE

You can do a copy-and-paste from a Word document into the Citation and Justification text boxes in NAAS. However, both the citations and justifications must still be **valid** (see examples on page 18).

- **IMPORTANT!** In NAAS, the length of the citation must be kept to a minimum (no more than 170 characters/spaces), and **YOU MUST PAY ATTENTION**, whether typing directly or (especially) doing the copy/paste method, that your citation does not get cut off prematurely. NAAS will **NOT** alert you if your citation is too long. Keep the citations “lean and mean”, and save the extra wording for the justification.

### RECEIPT OF MONETARY AND TIME-OFF AWARDS

Per mandate from HQ, all awards are to be **finalized** with the effective date in the second week of a payperiod, whether the “current” payperiod (this applies to most awards) or a future payperiod (see definition on page 6). Therefore, cash and time-off hours should be reflected in the payday for that payperiod; just look at the **Approval Date** in the **Congratulations** email notice. If you need assistance determining on which payday an award should be received, you may contact Laura Groce in the Incentive Awards Office by phone at 544-9154, or via email at [Laura.L.Groce@nasa.gov](mailto:Laura.L.Groce@nasa.gov).

*\*See HS40-OWI-005, Incentive Awards, for complete details; this OWI will soon be updated to a Marshall Work Instruction, directive number to be determined.*

## GENERAL INFORMATION (Continued)

The following **two** awards will continue to be submitted to the Awards Office on the MSFC Form 507, for the reasons listed. The form is being updated accordingly.

### DIRECTOR'S COMMENDATION CERTIFICATE/AWARD (DCC)

The DCC must always be approved by the Center Director, or the Center Deputy Director, or the Center Associate Director. These nominations will continue to be submitted on the paper form for the convenience of these individuals.

### TRAVEL SAVINGS INCENTIVE (TSI) AWARDS

A copy of either the paid voucher or other *official documentation* showing the amount of the *airfare as quoted by CI Travel* is required before TSI Awards will be processed, per MSFC policy\* (this will be reflected in the updated MWI soon to be released). This must be attached to the MSFC Form 507 when submitted for processing.

### SUSTAINED SUPERIOR PERFORMANCE AWARDS (SSP) IN NAAS

Per MSFC policy\*, a **complete** copy of the employee's performance appraisal (*not just the narrative summary page*) is required by the Awards Office before SSP nominations will be processed. After you submit the SSP nomination via NAAS, print the PDF from the Status screen (see page 25), attach it to the copy of the performance appraisal, and forward to the Awards Office.

- For the **SSP citation** (required—see page 17), use “*For outstanding dedication and excellent job performance in support of NASA and the Marshall Space Flight Center's mission and goals.*” [133 total characters/spaces; see page 18]
- For the **SSP justification** (required—see page 17), use “*Performance Appraisal*”.

### CERTIFICATES

The NSSC will take over preparation of **most**, but not all, award certificates, as listed below, and will ship them via FedEx daily as they are ready. However, please keep in mind there will be **on average** a 3-4 day turnaround on receiving certificates from the time a nomination is finalized. During peak season it may be longer.

- Special Service Award
- Group Achievement Award [honorary, monetary, and non-monetary]
- Individual Time-Off Award [new]
- Group Time-Off Award [new]
- Director's Commendation Certificate [for annual honors only]
- MSFC Certificate of Appreciation [for annual honors and throughout the year]
- Suggestion Awards [monetary and non-monetary]
- Length-of-Service Awards [including the new 5-year certificate]

**NOTE:** Because of standardization across the Agency, certificates printed by the NSSC look different than those previously printed at MSFC.

**NOTE:** The annual honors DCC and COA certificates will be 11 x 14, as they have always been, but will look very different than what was previously provided by MSFC. The COA certificates throughout the rest of each year will be 8½ x 11, and will also look very different.

MSFC will continue to print the following certificates, which will look the same as before:

- Sustained Superior Performance Award
- Director's Commendation Certificate [except for annual honors]

\*See HS40-OWI-005, *Incentive Awards*, for complete details; this OWI will soon be updated to a Marshall Work Instruction, directive number to be determined.

## DEFINITIONS

**[Compensatory] Group Achievement Award (GAA):** A monetary or time-off award in which *all Civil Service members* of a specified team receive a cash award or time-off hours in a valid amount (see HS40-OWI-0005 for details). These include the regular [monetary] GAA, Group On-the-Spot, and Group Time-Off Awards. **NOTE:** All compensatory Group Awards *must* have a valid cash or time-off hours amount assigned to each Civil Service team member listed in the nomination. **NOTE:** *Read the award description to ensure you select the correct GAA (see Figure 6 on page 13).*

**[Honorary] Group Achievement Award:** A “*certificate only*” award given to all members of a specified team (Civil Service and Contractor). This award is used *only* for the Annual Center Honor Awards. See Figure 5 on page 12.

**[NON-Honorary] Group Achievement Award:** A “*certificate only*” award given to all members of a specified team (Civil Service and Contractor). This award can be used at any time throughout the year, but *not* for the Annual Honor Awards. **NOTE:** *Read the award description to ensure you select the correct GAA (see Figure 7 on page 13).*

**Approve:** Approval of a nomination by a Reviewer or Approver such that it is forwarded to the next step in the approval process. See Figures 13 and 14 on pages 20 and 21.

**Approver:** The second-line supervisor that makes the final approval on a nomination before it is finalized by the Awards Office. (**TIP:** *This person would have been the second signature on the MSFC Form 507.*) See Figures 10 and 14 on pages 16 and 21.

**Archived:** A nomination that has been *finalized* (see definition below) for processing through FPPS by the Awards Office. See Figures 22 and 23 on page 29.

**Award Title:** The *name* of the award (*Special Service Award, Time Off Award, Group Achievement Award, etc.*) to be given to the recipient. Read the accompanying description to ensure you have selected the correct award, *particularly for the group awards* (see definitions above). See Figure 5 on page 12.

**Award Type:** The *type* of award (*honorary, monetary, performance*) to be given to the recipient. In the Nominate screen, the drop-down will give you three choices: *Center Honor Award*; or *Center Other Incentive Award*; or *Center Performance Award*. See Figure 5 on page 12.

**Center Honor Award:** The Center-level Annual Honor Awards (Director’s Commendation Certificate, the Certificate of Appreciation, and the *non-monetary* Group Achievement Award). See Figure 5 on page 12. **NOTE:** These will only be active during the annual call for honor award nominations.

**Center Other Incentive Award:** Awards that result in a cash payment or time-off hours given to the recipient(s). These include the Special Service Award, the Individual and Group On-the-Spot Awards, the Individual and Group Time-Off Awards, and the monetary and non-monetary/non-annual-honors Group Achievement Awards (see “group award” definitions above). See Figure 5 on page 12.

**Center Performance Award:** The Sustained Superior Performance Award that is given for performance appraisals at the “Distinguished” or “Exceeds” level. (**NOTE:** *ALL awards are actually performance-based, but this is the only one that is awarded from a performance appraisal.*)



## DEFINITIONS (Continued)

**Division:** In NAAS *only*, particularly for budget purposes, all organizational units below the Directorate/Staff/Program Office level (i.e. DD01, EV01, EV30, EV31-35, etc., HS40, MP21). See Figure 5 on page 12.

**Finalize [Awards Office only]:** The point at which nominations have been through the review/approval cycle and are ready to be finalized (sent forward) by the Awards Office for processing through FPPS. The Finalize date will show as the Effective date of the award.

**In Process:** A nomination that is anywhere in the review/approval process before finalization by the Awards Office (does not apply to Drafts). See Figure 21 on page 28.

**Initiator:** The user that logs into NAAS and types/prepares/submits the nomination. See Figure 1 on page 9. **NOTE:** This person will receive a copy of the “Congratulations” Email Notice auto-generated from NAAS (see Figures 27, 28, 29, and 30 on pages 33, 34, 35, and 36) when the nomination has been finalized by the Awards Office.

**Nominator:** The *supervisor* who conceives the nomination and provides the name(s), amount(s) if applicable, justification, and citation for the award. See Figures 5, 8, 9, and 11 on pages 12, 14, 15, and 17. **NOTE:** This person will also receive the “Congratulations” Email Notice auto-generated from NAAS (see Figures 27, 28, 29, and 30 on pages 33, 34, 35, and 36) when the nomination has been finalized by the Awards Office.

**Not Approve:** Non-approval/rejection of a nomination by a Reviewer, Approver, or the Awards Office. **NOTE:** When a nomination is “not approved” it is “aborted”—it does not go forward, nor is it available for editing or changes. Also, if a monetary nomination is “not approved”, the cash amount(s) tied to that nomination should be automatically added back into the organization’s budget. See Figures 13 and 14 on pages 20 and 21.

**Organization / Org Code:** Directorate, Staff Office, Program Office, at the “01” level (i.e. DA01, ED01, HS01, MP01). See Figure 5 on page 12.

**Organization Awards Officer (OAO):** Your Administrative Officer.

**Proxy Override [for Admin Officers and Awards Office only]:** The override feature is available only to users designated as an Organization Awards Officer (OAO—see definition above) or Center Awards Officer (CAO). From the Status screen these users can perform a proxy approval or rejection on a nomination for anyone listed in that nomination’s review/approval routing. OAO’s will only have access to nominations initiated within their organization(s) of responsibility. The CAO’s (Awards Office personnel) will have access to all nominations Centerwide. See Figure 20 on page 27.

**Request Change [for Reviewers only]:** **Reviewers** (see definition below) can send a nomination back to the Nominator for editing changes during the review cycle. Once the Nominator has made the editing changes, he/she must re-submit the nomination through the review/approval cycle again. See Figure 13 on page 20.

**Reviewer:** The Administrative Officer of the initiating/funding organization, who reviews a nomination before it is approved by the second-line supervisor. Reviewers check nominations to ensure they are in compliance with all applicable regulations and policies, and to ensure that the justification supports the proposed award. See Figures 10 and 13 on pages 16 and 20.



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## LOGGING IN

### THE NAAS WEB ADDRESS:

<https://naas.nasa.gov>

### LOGIN SCREEN:

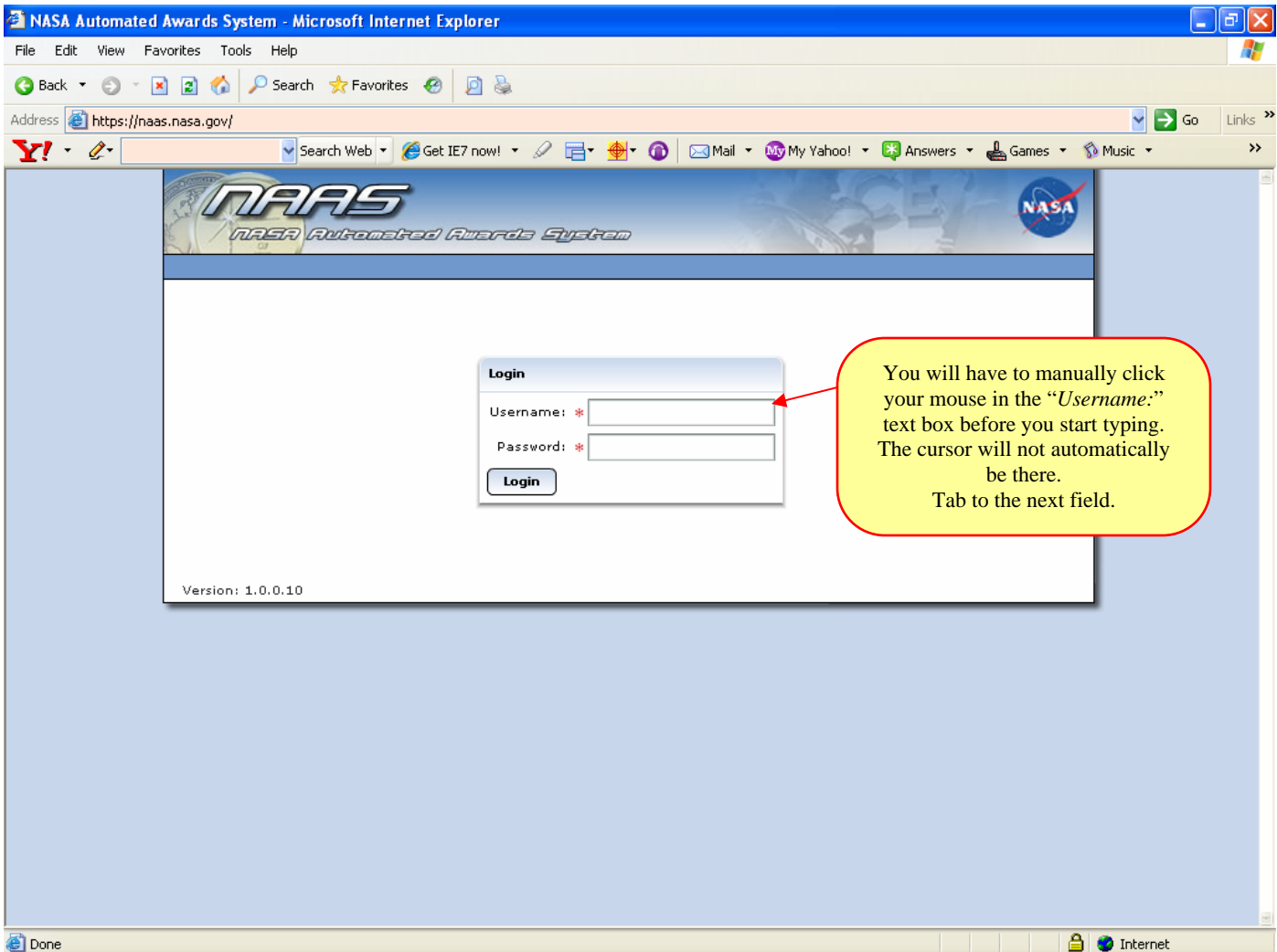


Figure 1

You will use both your WebTADS userid and WebTADS password to login. **However**, NAAS does *not* read certain “special characters” that are allowed in WebTADS passwords, so *if you experience problems logging in, first make sure your password does not contain any of the following special characters:*

**% & = #**

**NOTE:** NAAS *is* case-sensitive when logging in.

## GETTING STARTED

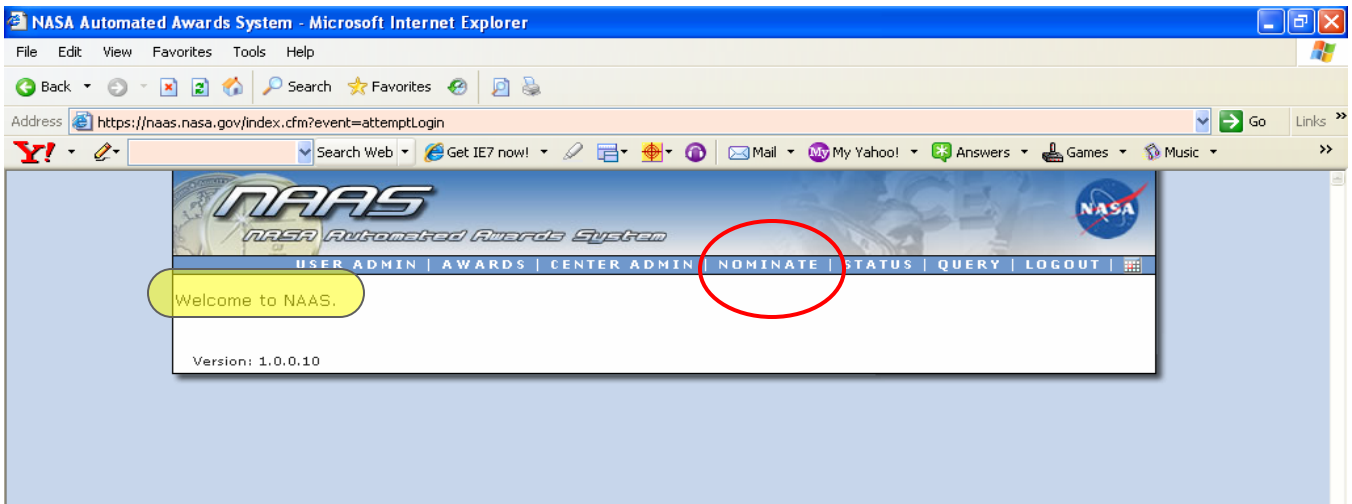


Figure 2

Logged in? Click on **NOMINATE** in the menu bar (see Figure 2 above).

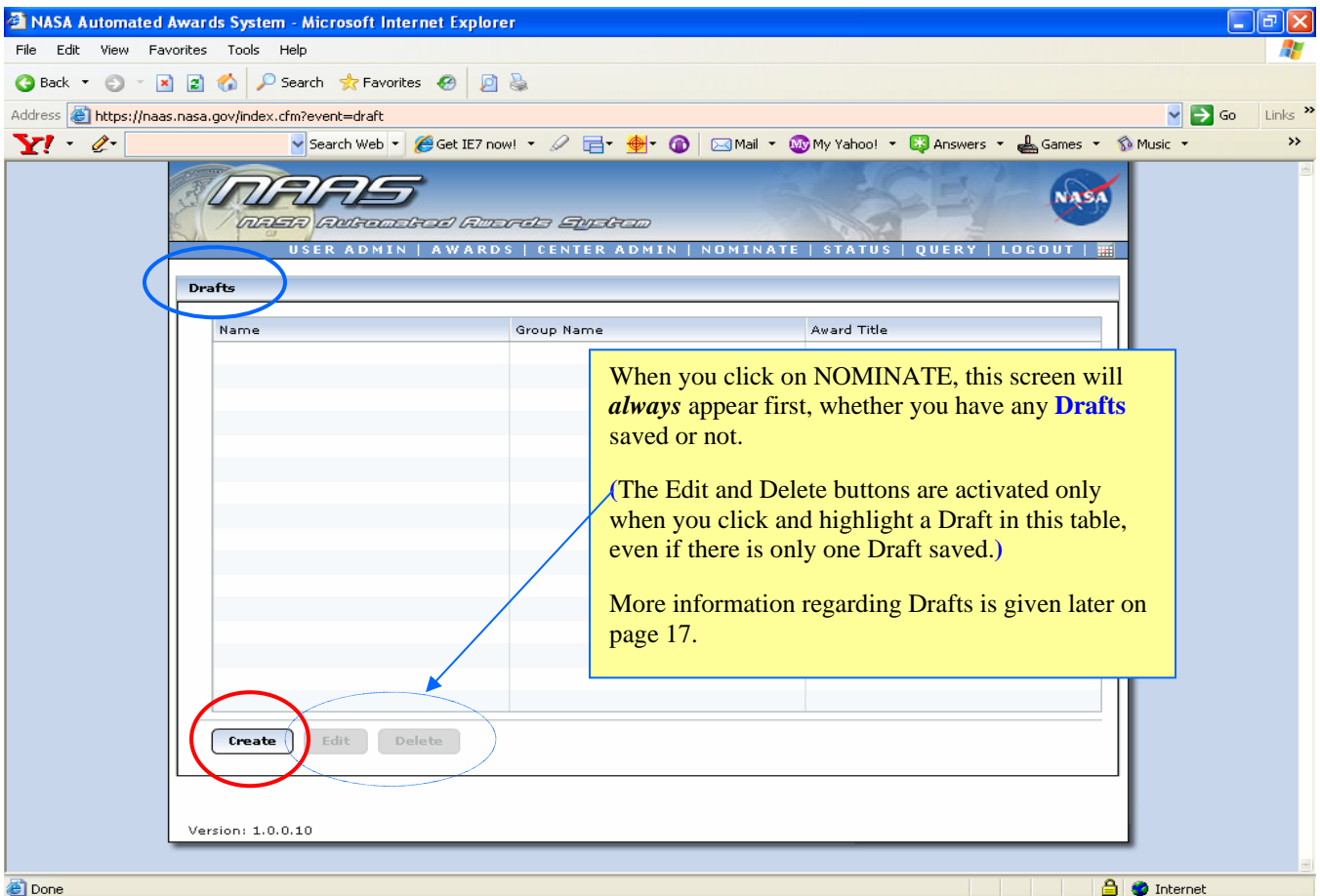


Figure 3

If you want to start a **new** nomination, click on the “**Create**” button (see Figure 3 above).

## CREATING A NOMINATION

Figure 4

**NOTE:** When creating a nomination in NAAS, items marked with a **red asterisk (\*)** are required fields.

**NOTE:** At this time, the MSFC user community does not have access to the Agency-level awards, and cannot submit nominations as such (see Figure 4 above). However, access *should* be available in time for the Call for Nominations for the 2008 Honor Awards.

**IMPORTANT:** Please note the information regarding Group Achievement Awards on the next two pages (Figures 5, 6, and 7), **and** on pages 4 (general information) and 6 (definitions), to help avoid potential errors and delays in processing group awards.

## “Choose Award” Tab

Figure 5

You will need to choose both the “*Award Type*” and the “*Award Title*” from the drop-down menus for **each new nomination**. See page 5 for definitions of *Award Type* and *Award Title*.

- “*Affiliation*” tells you who is eligible for the award
  - “*Contract*” = Contractor, other non-Civil Service, people from other federal agencies, and NASA retirees
  - “*Government*” = All NASA Civil Service employees, not just MSFC Civil Servants
  - “*Military*” = full-time active-duty military personnel
- “*Group*” tells you if it is a group award or not (there are several types of group awards)
- “*Monetary*” gives you information on both monetary and time-off awards (you’ll need to pay attention!)
- “*Description*” gives you a brief description of the award selected. This is particularly important to read when selecting one of the various group awards, so read it carefully! **NOTE:** *The example pictured above shows the MSFC Group Achievement Award for the Annual Honor Awards. See Figures 6 and 7 on the next page for two more examples pictured—these three are the ones to pay particular attention to in order to avoid errors and delays due to nomination rejection!*

“*Organization Information*” shows the Initiating/Funding organization and its remaining budget balance (see green box in Figure 5 above). It will automatically default to your organization; however, you will need to select your subordinate organization from the division drop-down if you are not at the Directorate level (i.e. ED01, not EM01, etc.). See definitions for “*Org Code*” (*Organization*) and “*Division*” on page 7.

## “Nominator Information” tab

The Nominator will *always* be the supervisor who conceives the nomination (this would have been the first signature on the MSFC Form 507).

**In the “*Email*” textbox:** NAAS only recognizes if an email address has been entered in the right format, **not** if the email address itself is right or wrong, so *it is up to you* to ensure that the email address is entered correctly.

## “Regular” Group Achievement Awards [*Monetary*] and [*Non-monetary/Non-honorary*]

The screenshot shows the NASA Automated Awards System (NAAS) interface in Microsoft Internet Explorer. The address bar displays <https://naas.nasa.gov/index.cfm?event=nominate>. The page features a navigation bar with links: USER ADMIN, AWARDS, CENTER ADMIN, NOMINATE (highlighted with a red circle), STATUS, QUERY, and LOGOUT. Below the navigation bar, there is a section titled "Please select center or agency to filter award types:" with a dropdown menu for "Centers" set to "Marshall Space Flight Center" and a checkbox for "Agency: (check to view agency awards)".

The "Choose Award" section is highlighted with a pink box. It contains the following information:

- Award Type: \* Center Other Incentive Award
- Award Title: \* Group Achievement Award
- Affiliation: Contract, Government, Military
- Group: yes
- Monetary: Cash for Civil Service ONLY; min \$100/max \$10,000 per nominee; amounts may vary among nominees.
- Description: MONETARY for ALL civil service nominees. Certificates only for contractor team members. This award is for a one-time, non-recurring task completed by several individuals as a team. IF YOU HAVE ANY CIVIL SERVICE NOMINEES FOR CERTIFICATE ONLY, CREATE A NON-MONETARY GAA NOMINATION FOR THEM.

The "Organization Information" section includes fields for Org Code (N/A), Division (N/A), and Remaining Balance (0). The "Nominator Information" section includes fields for Last Name, First Name, Email, and Rcnd HQ Reviewing Office(s). At the bottom, there are links for "Add NASA Civil Servants", "Add Non NASA Nominees", and "Routing and Approval".

A yellow callout box on the right side of the screen contains the text: "Regular (Monetary) Group Achievement Award - Notice the description." with a pink arrow pointing to the description field.

Figure 6

The screenshot shows the NASA Automated Awards System (NAAS) interface in Microsoft Internet Explorer. The address bar displays <https://naas.nasa.gov/index.cfm?event=nominate>. The page features a navigation bar with links: USER ADMIN, AWARDS, CENTER ADMIN, NOMINATE (highlighted with a red circle), STATUS, QUERY, and LOGOUT.

The "Choose Award" section is highlighted with a pink box. It contains the following information:

- Award Type: \* Center Other Incentive Award
- Award Title: \* Group Achievement Award
- Affiliation: Contract, Government, Military
- Group: yes
- Monetary: NON-MONETARY / CERTIFICATES ONLY. For a one-time non-recurring task performed by several individuals as a team. THIS IS THE GAA TO BE USED THROUGHOUT THE YEAR AND NOT PART OF THE ANNUAL HONOR AWARDS.

The "Organization Information" section includes fields for Org Code (N/A), Division (N/A), and Remaining Balance (0). The "Nominator Information" section includes fields for Last Name, First Name, Email, and Rcnd HQ Reviewing Office(s). At the bottom, there are links for "Add NASA Civil Servants", "Add Non NASA Nominees", and "Routing and Approval".

A yellow callout box on the right side of the screen contains the text: "Regular (Non-monetary/ Non-honorary) Group Achievement Award - Notice the description." with a pink arrow pointing to the description field.

Figure 7



## “Add NASA Civil Servants” Tab

Figure 8

In the “*Added NASA Civil Servant Nominees*” table, you must click on and highlight the name of each nominee (*even if there is only one name*) before entering the number of hours or cash amount for that nominee. Think of it as “telling NAAS which one” you’re giving that amount to, even for an individual award.

- **NOTE:** If you know you have team members in a group award that are NASA Civil Servants at other NASA Centers, *they must also be added here*; change the Center name in the drop-down before searching, clicking, and dragging. *Remember, the same rules for monetary and time-off awards apply to these individuals (see page 3 for [Monetary Awards to Other NASA Center CS Nominees](#) and [Time-Off Awards](#)).*

**NOTE:** Depending on the type of award nomination you are creating, the “*Time Off (Hours)*” box and/or the “*Monetary*” box may be grayed out/deactivated (see Figure 8 above).

- For all cash awards, the “*Monetary*” box will be active and you must enter a valid cash award amount for each Civil Service nominee, whether individual or group.
- For all Time-Off awards, the “*Time Off (Hours)*” box will be active and you must enter a valid number of hours for each Civil Service nominee, whether individual or group.
  - **STOP!** Want to nominate someone *outside your organization* for a Time-Off Award? Make the recommendation to his/her supervisor and let that person submit the nomination, *per MSFC policy* (see page 3 for more information). *See also HS40-OWI-0005 for complete details on Time-Off Awards.*

**REMEMBER:** *If you are creating a Group award of any kind, refer to [Group Awards](#) on page 4 for critical information before listing your nominees. See also Figures 5, 6, and 7 on pages 12 and 13 to see some highlighted GAA descriptions.*

**NOTE:** For *all* group awards (Group Achievement Award [monetary, non-monetary, or honorary], Group On-the-Spot, or Group Time-Off) a “*Group Rep*” must be designated, but can be either a Civil Servant or Contractor.

## “Add Non NASA Nominees” Tab

NASA Automated Awards System - Microsoft Internet Explorer

Address: <https://naas.nasa.gov/index.cfm?event=nominate>

Nominator Information

Add NASA Civil Servants

Add Non NASA Nominees

Added Non NASA Nominees

Last	First	Employer

Centers:

Last Name: \*  First Name: \*  Middle Initial:

Employer: \*  Position:

Email:  Phone:  Group Rep: ☐

Add Update Delete Clear

Routing and Approval

Award Detail Information

Figure 9

This is where you add your **contractor** or other non-active-NASA team members (NASA retirees, military, other government agencies, etc.). Each contractor must be added manually.

- Do **not** add Civil Servants from other NASA Centers here.

“Last Name”, “First Name”, and “Employer” are all **required fields**. We recommend that you also always enter the “**Center**” as well, but this is not required. The other fields are optional, although it never hurts to complete as many of the optional fields as possible.

- TIP:** When typing in each contractor nominee’s company name in the “**Employer**” box, you may find it helpful *later on* to also add the MSFC organization he/she supports. For example: [Mainthia \(HS40\)](#)

As mentioned on the previous page, a Contractor can be designated as the “**Group Rep**” for a group award; the Group Rep is not required to be a Civil Servant.

## “Routing and Approval” Tab

This box will be pre-populated with every supervisor and admin officer authorized for your organizational unit, plus the Awards Office personnel.

Find the correct names as instructed below and *click-and-drag* to the box to the right.

(2) required

Add Optional Emails (comma separated - for informational purposes only)

Email List:

Award Detail Information

Version: 3.0.0.1

Figure 10

You will select **1 Reviewer** and **1 Approver** as follows:

1. The **Reviewer** will always be your Administrative Officer.
2. The **Approver** will always be your **Supervisor** (see Example below).

### **EXAMPLE (ALWAYS CLICK-AND-DRAG IN THIS ORDER):**

1. **Your Administrative Officer**
2. **Your Supervisor (Who would normally be the second signature on the Form 507?)**

“*Add Optional Emails*”: The email sent to Optional Addressees serves as an “FYI” notice. You may type in the complete email address of any of the following:

- Supervisor(s) of Civil Service nominees outside your immediate organizational unit
- Supervisor(s) of Contractor nominees
- Anyone else who might have a **need** to know about a particular nomination

***Nominees themselves should --NEVER-- be added as Optional Addressees!***

See Figures 31 and 32 on page 37 for examples of the optional email.

## “Award Detail Information” Tab

Figure 11

Under “Other Detail”, *both* a “Citation” and a “Justification” are required. Examples of each are provided on the next page for your convenience.

Once you’ve got both the citation and the justification for the award entered, you can now “Submit” the nomination, *OR* this is where you can save it as a “Draft” if the nomination is incomplete for any reason, and then come back to it later for editing (see Figure 3 on page 10).

**NOTE:** If you save *any cash* award nomination as a Draft, the amount of the award will *not* be deducted from the organization’s budget until it is actually Submitted, and therefore will *not* be reflected in the remaining balance indicated under the “Choose Award” tab when creating other nominations (see Figure 5 on page 12).

## Examples Of Valid Citations And Justifications

The examples below correlate with each other by color.

**Valid CITATIONS** are *brief*, to the point, but *meaningful* for the employee. **The citation must be no longer than 170 characters/spaces in length.** For your convenience, the number of characters/spaces in each sample citation is provided below. **REMEMBER:** Acronyms should *not* be used in the citation unless there is not enough space for the spelled-out term in the text field.

- “For exceptional performance in researching, developing, and effectively presenting the monthly safety topic to the Training and Incentives Office.” [146 characters/spaces]
- “For creating an innovative and effective communications program that significantly increased employee and public understanding of MSFC, its people, and their activities.” [169 characters/spaces]
- “For exceptional leadership and professionalism in serving as the lead point-of-contact for MSFC’s support of the Crew Exploration Vehicle Phase II proposals to industry.” [169 characters/spaces]
- “For exceptional special efforts, leadership, and professionalism demonstrated in leading the Systems Engineering activities for the RLEP 2 Rover Trade Study.” [157 characters/spaces]

**Valid JUSTIFICATIONS** include *specific details* of what the nominee actually *did* (required for recordkeeping and audit purposes). While this text field does have a finite capacity, it is *much* longer than the citation text field. **REMEMBER:** All acronyms (except NASA, MSFC, and MSFC organization codes) *must* be spelled out in the justification. If they are not, they will be returned for this correction.

- “As the Training and Incentives Office Safety Representative, Ms. Smith, on her own initiative, takes the monthly safety topic introduced in the MSFC Safety, Health, and Environmental meetings, enthusiastically researches for any additional pertinent information, compiles everything together in a logical sequence, and effectively presents the information to the HS40 staff. Ms. Smith also ensures that anyone not in attendance in the HS40 meeting still has access to the safety topic.”
- “The Public Communications Team conducted a nationwide communications program that included more than 40 national media campaigns, which generated some 4,500 print, television, and Internet stories with an advertising value of more than \$3 million, as well as 102 exhibit events attended by some 600,000 people, plus exhibits in more than 117 museums with an attendance of over 17 million.”
- “Mr. Employee provided leadership in the facilitation of requests from the respective bidders by responding to their specific requests regarding the available space and support personnel for the bid. He was also the focal point-of-contact for arranging tours at MSFC and Michoud Assembly Facility. He coordinated MSFC communications on this subject with Johnson Space Center Procurement, and was the Proposal Manager for MSFC’s ‘Risk Mitigation Tools/Management of Lightweight Structures and Materials’ proposal submitted to NASA Headquarters. He was responsible for leading the proposal from concept development through reviews and finally coordinating with the production team to finalize the submission. Mr. Employee did an excellent job pulling the proposal together and that resulted in an excellent product delivered on time to NASA Headquarters.”
- “This activity revived Rover work at MSFC after a 25-year hiatus. Mr. Worker’s creative approach to pulling together a team and developing concepts helped make this effort highly successful. The Team X Study at Jet Propulsion Laboratory, for which Mr. Worker was the Systems Engineering lead, produced four different concepts that ultimately supported the ten architectures that were developed for the overall Robotic Lunar Exploration Program (RLEP 2) study. His work with the other eight – ten Centers and partners was a key to the success of the work. His strong relationship with the RLEP 2 Project Management Team helped solidify the task and the results. Mr. Worker led MSFC’s proposal to NASA Headquarters in May 2006 for the ‘Art-to-Part’. He was responsible for leading the proposal from concept development through reviews and finally working with the production team to finalize the submission. Mr. Worker did an excellent job pulling the proposal together.”

## REVIEWING / APPROVING A NOMINATION

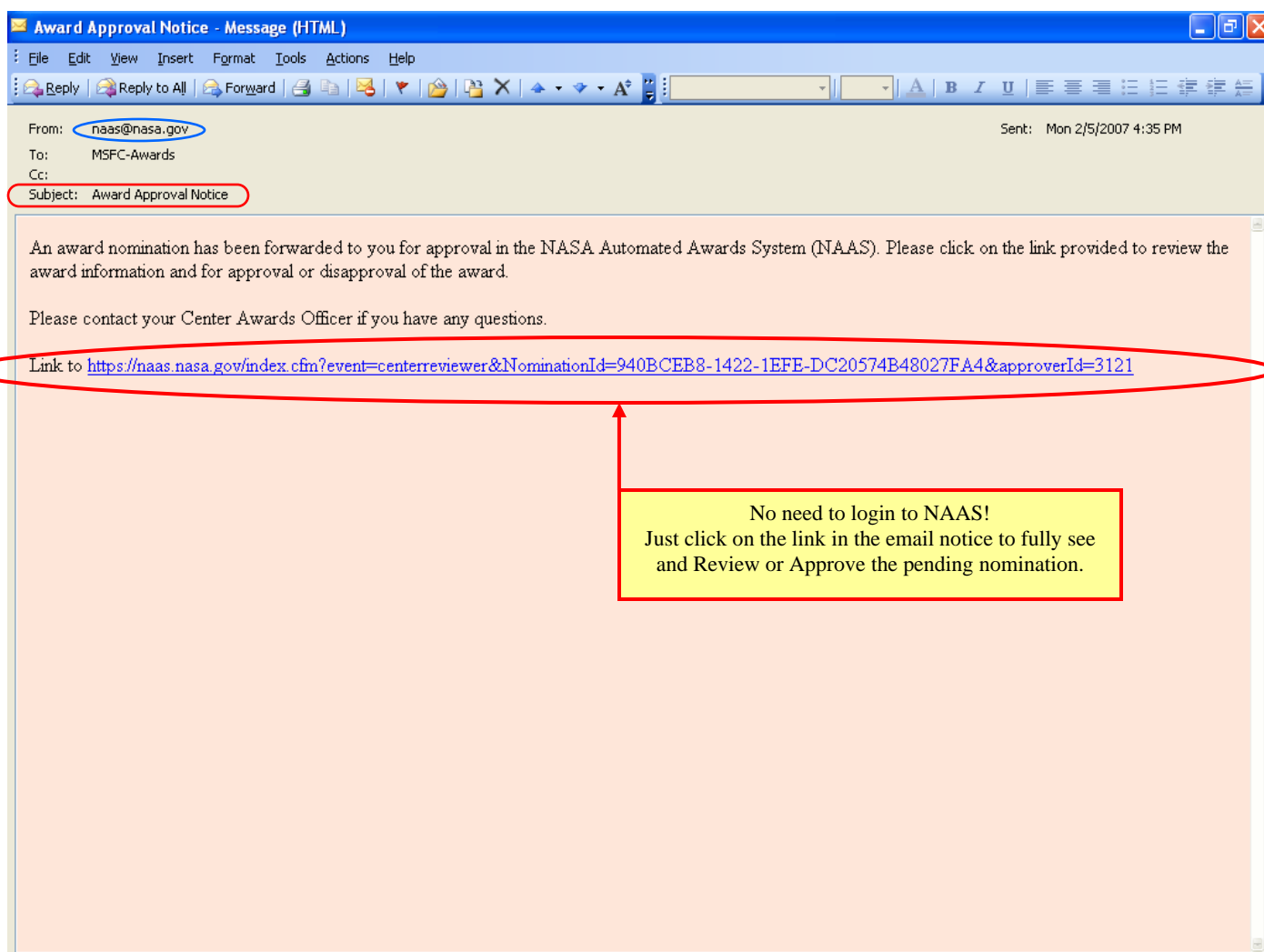


Figure 12

If you are listed as a **Reviewer** (Admin Officers only) or **Approver** (second-line supervisor or higher) (see Figure 10 on page 16) for an award nomination, you will receive an automatic email notice from NAAS ([naas@nasa.gov](mailto:naas@nasa.gov)), similar to the one pictured above (notice the subject line), when it is your turn to review or approve a nomination. This does NOT require logging in to the NAAS application; instead you access the nomination directly by **clicking on the link provided in the email notice** (see Figure 12 above).

A pop-up web window similar to the ones pictured in Figures 13 and 14 on the next two pages will appear on your screen:

- Figure 13, on page 20, is for a nomination's *Reviewer* (Admin Officers only).
- Figure 14, on page 21, is for a nomination's *Approver* (second-line supervisor or higher).



## Reviewer Pop-up Action Window

**Center Reviewer**

Name: SMITH, TINA

Award Category: Individual Time-Off Award

Monetary Amount: 0 ←OR→ Time Off Amount: 8

Recipients Org: HS40 Group Representative:

Justification: As the Training and Incentives Office Safety Representative, Ms. Smith, on her own initiative, takes the monthly safety topic introduced in the MSFC Safety, Health, and Environmental

Citation: For exceptional performance in researching, developing, and successfully presenting the monthly safety topic to the Training and Incentives Office.

Please select an option below. If the award is not approved or a change is requested, a comment must be added

☒ Approve  
☐ Not Approve  
☐ Request change

Not Approved or Request Change Comment: \*

Comments required for "Not Approve" and "Request Change"

Send

Version: 3.0.0.1

**Green Box Note:** If a *monetary* or *time-off* group award, each *Civil Service* nominee *must* have a valid *cash* or *time-off hours* amount listed. If a zero is shown for any *CS* nominee, you must either "*Request change*" or "*Not Approve*" the nomination. See "*GROUP AWARDS INFORMATION*" on page 4, and definitions for the various group awards on page 6, for details.

Figure 13

### FOR REVIEWERS (Admin Officers only):

The nomination information will be listed as shown in Figure 13 above:

- "**Name**" of Nominee
  - If an *individual* nomination, you will see a *person's* name.
  - If a *group* nomination, the Team Name will appear first, with the team members' names (both Civil Service and Contractor) listed in the drop-down list.
- "**Award Category**" tells you the title of the award (see page 6 for definition of "Award Title").
- "**Monetary Amount**" and "**Time Off Amount**" are self explanatory.
  - **NOTE:** If the nomination is a Group award of *any kind*, and the *Team Name* is showing in the drop-down list, you will see "0" (zero) listed in the monetary/time-off amount. If the nomination is a *monetary* or *time-off* Group Award, you must select each team member individually from the drop-down list to see the individual monetary/time-off amounts for each *Civil Service* team member. (See green box with red text in the picture above.)
- "**Justification**" and "**Citation**" are self explanatory. See page 18 for valid examples of both.
- You must select "Approve", "Not Approve", or "Request change" (see definitions on pages 6 and 7).
  - **NOTE:** If "*Not Approve*" or "*Request change*" is selected, a comment *must* be added in the text box provided. See Figure 15 on page 22 for more information on "*Request Change*" follow-on actions.
- Click the "**Send**" button to complete *your* action on the nomination.

## Approver Pop-up Action Window

**NASA Automated Awards System - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: <https://naastraining.nasa.gov/index.cfm?event=centerapprover&NominationId=FF7BC927-1422-1EFE-DC24775EEFF9B7A3&approverId=642>

**Center Approver**

Name: SMITH, TINA

Award Category: Individual Time-Off Award

Monetary Amount: 0 **←OR→** Time Off Amount: 8

Recipients Org: HS40 Group Representative:

Justification: As the Training and Incentives Office Safety Representative, Ms. Smith, on her own initiative, takes the monthly safety topic introduced in the MSFC Safety, Health, and Environmental

Citation: For exceptional performance in researching, developing, and successfully presenting the monthly safety topic to the Training and Incentives Office.

Please select an option below. If the award is rejected a change comment must be added

☒ Approve ☐ Not Approve

Not Approved Comment: **Comment required for "Not Approve"**

**Send**

Version: 3.0.0.1

**If a monetary or time-off group award, each Civil Service nominee must have a valid cash or time-off hours amount listed. If a zero is shown for any CS nominee, you must either "Request change" or "Not Approve" the nomination. See "GROUP AWARDS INFORMATION" on page 4, and definitions for the various group awards on page 6, for details.**

Figure 14

### FOR APPROVERS:

Everything is the same as for Reviewers listed on the previous page, **EXCEPT** that you **cannot** "Request change" on a nomination. You can only "Approve" or "Not Approve" a nomination. However, a comment is still required in the text box if you select "Not Approve".

**NOTE:** For the "Monetary Amount" and "Time Off Amount" values:

If the nomination is a Group award of **any kind**, and the *Team Name* is showing in the drop-down list, you will see "0" (zero) listed in the monetary/time-off amount. If the nomination is a *monetary or time-off* Group Award, you must select each team member individually from the drop-down list to see the individual monetary or time-off amounts for each *Civil Service* team member. (See green box with red text in the picture above.)

Click the "Send" button to complete *your* action on the nomination.

## AWARD CHANGE NOTICE EMAIL

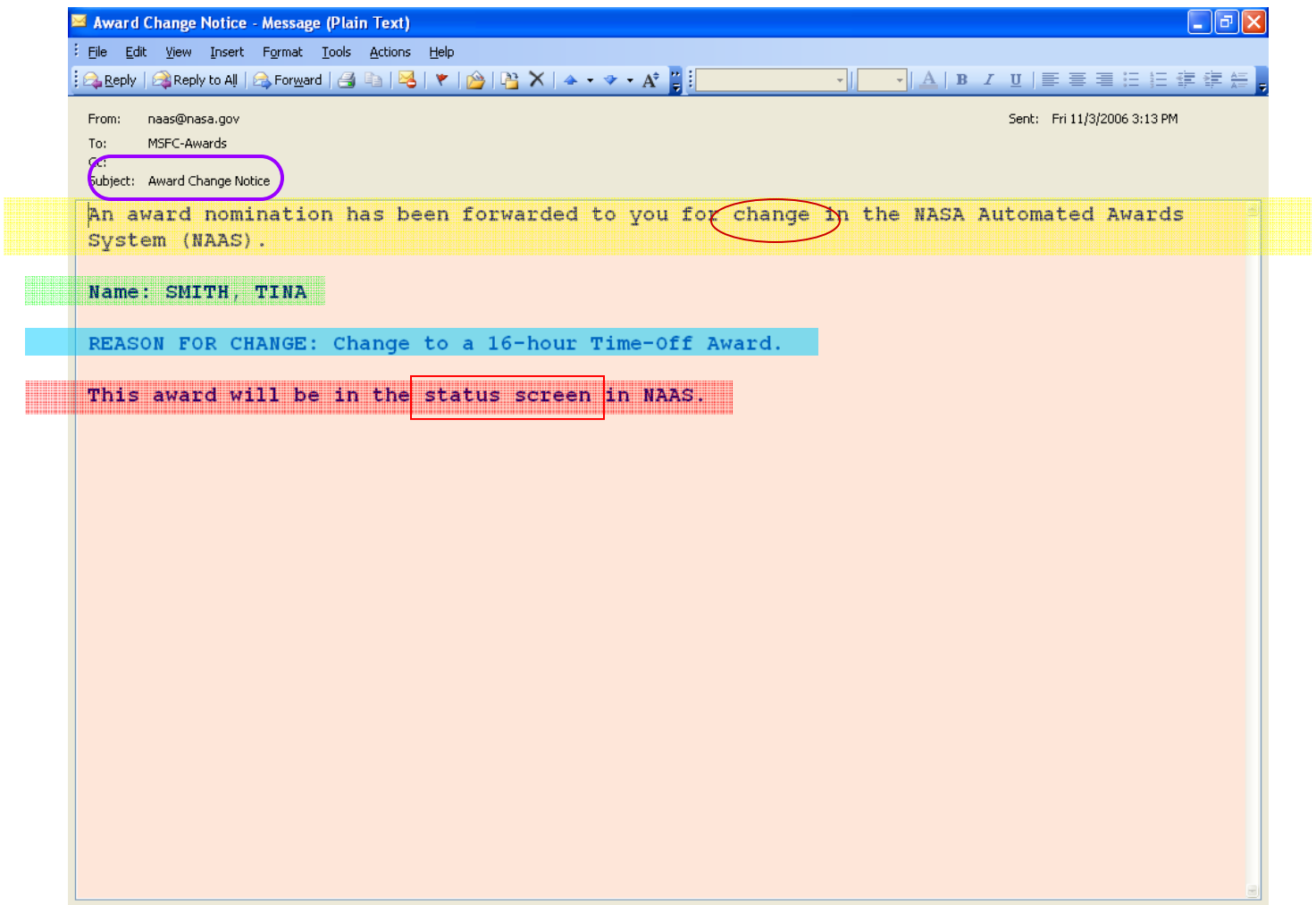


Figure 15

If a Reviewer selects “*Request Change*” when reviewing a nomination submission (see Figure 13 on page 19), the **Initiator** of the nomination will receive an automatic email notice from NAAS similar to the one pictured above in Figure 15. *See page 7 for the definitions of both Initiator and Nominator.*

The email will tell you the following:

- Subject line: **Award Change Notice**
- Who the nomination is for (either an individual or a group name): **Name**
- The reason for requesting the change: **REASON FOR CHANGE**
- Where you can find it to make the change: **Status screen** (*you must login to NAAS*); see Figure 18 on page 25 for pertinent information.

## STATUS SCREEN

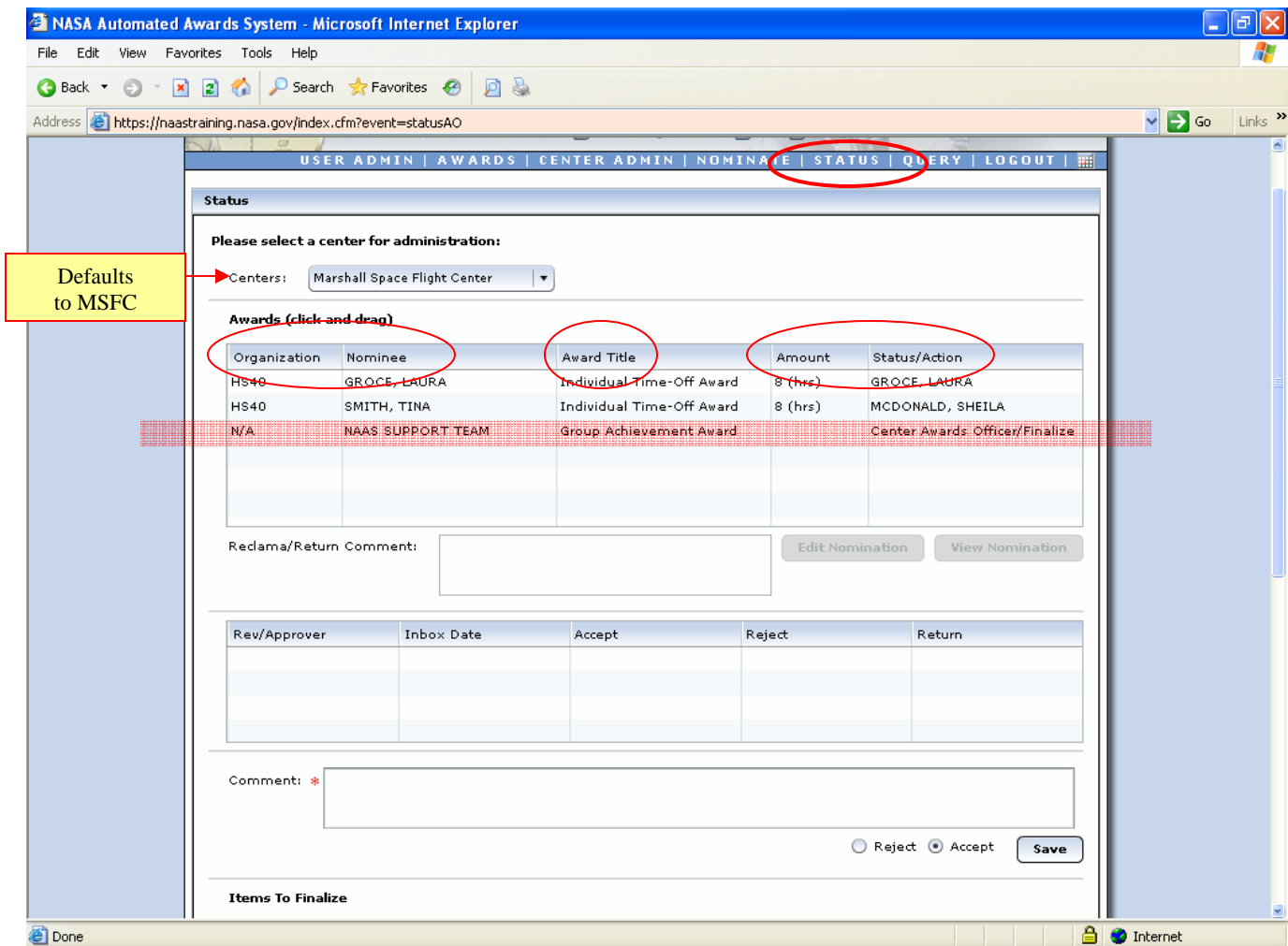


Figure 16

In the Status screen, every *pending* nomination you have submitted, and *only those you* have submitted, will be listed in the top table, similar to the picture above in Figure 16.

This table will show the information you see above:

- “**Organization**” refers to the *nominee’s* home organization, not the nominator/initiator’s organization.
  - **NOTE:** For all group awards, “N/A” will be shown in this column (see highlight above).
- “**Nominee**” will show individual names for individual nominations (i.e. Special Service Award), **OR** the Team name for group awards.
- “**Award Title**” gives the name of the award itself (i.e. Individual On-the-Spot Award, Director’s Commendation, etc.)
  - **NOTE:** “Test Training Award” shown in the picture above is *not* a real award.
- “**Amount**” indicates the cash award amount or time-off hours amount where applicable.
  - **NOTE:** For all group and honorary awards, this column will be blank.
- “**Status/Action**” shows *where* in the review/approval routing the nomination is awaiting action (i.e. who currently has the action/nomination to review/approve/finalize). See Figure 17 on the next page for more information about this.

## “Status/Action”

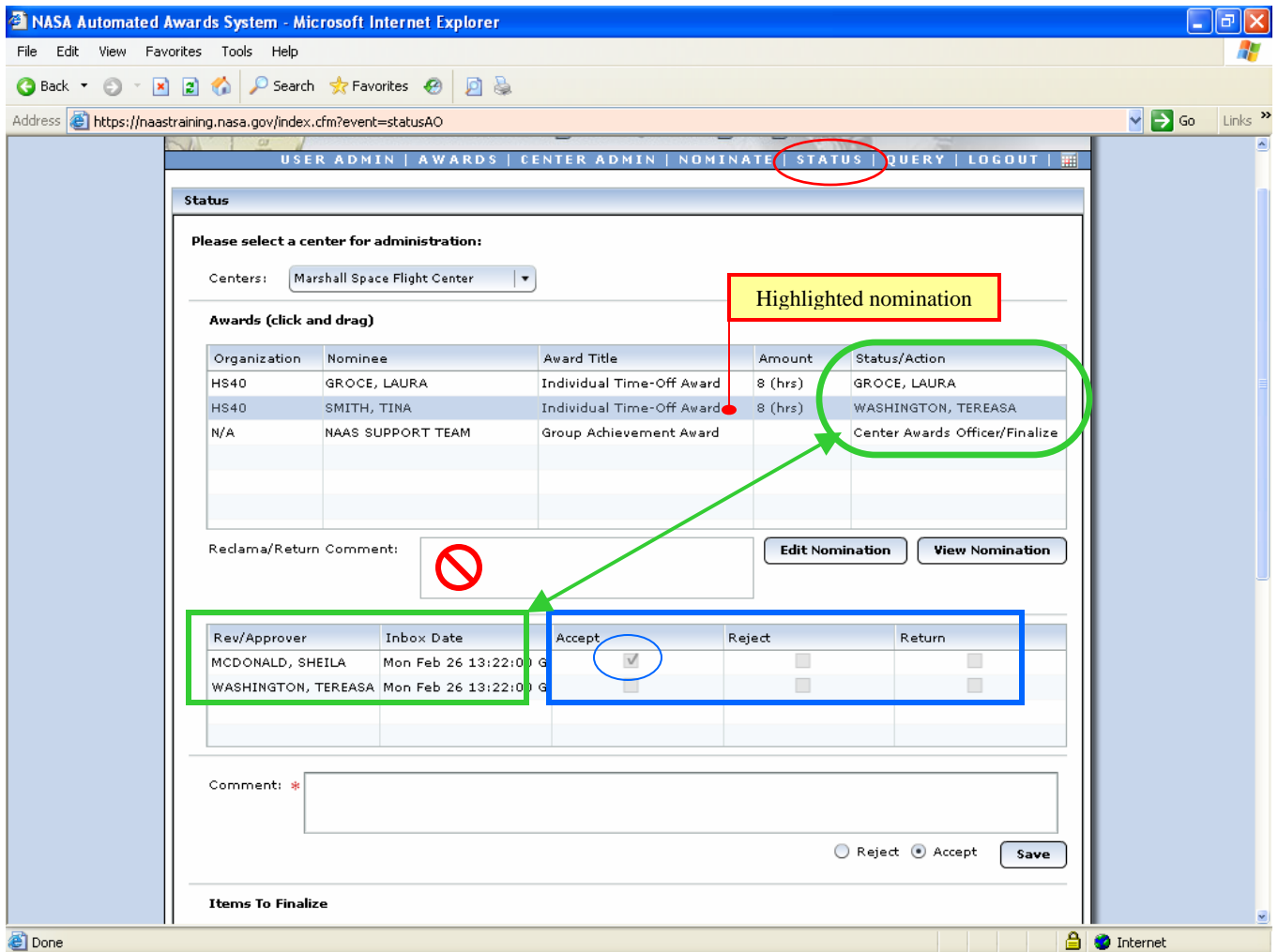


Figure 17

To view the status of a particular nomination, click and highlight that nomination, even if there is only one listed. The table below it will automatically populate with the Reviewer (your Administrative Officer) and Approver (your supervisor) for that nomination, and show more detailed information on the status:

- You will be able to see who in your designated routing has the nomination (“**Rev/Approver**”) and when they received their auto-email notification of the pending action (“**Inbox Date**”).
- You will see if they have approved (“**Accept**”) or disapproved (“**Reject**”) the nomination, or if they have sent it back for changes/editing (“**Return**”). The appropriate box will have a check mark indicating the action taken by the Reviewer and Approver (if any, yet).

If both the Reviewer and Approver have taken action on the nomination, and the nomination is still pending, the first table will show that the **Center Awards Officer** has the action to **Finalize** the nomination in the “**Status/Action**” column.

If you do not see a nomination you submitted in the first table, then it probably has been finalized by the Awards Office. If that is indeed the case, you should have received a “Congratulations” email notice (see Figure 27 on page 33).

**NOTE:** The “**Reclama/Return Comment**” box is for Agency-level nominations that are returned from HQ review panels. Only the Center Awards Officers will see or use this box *at this time*.

## “Edit Nomination” and “View Nomination” Buttons

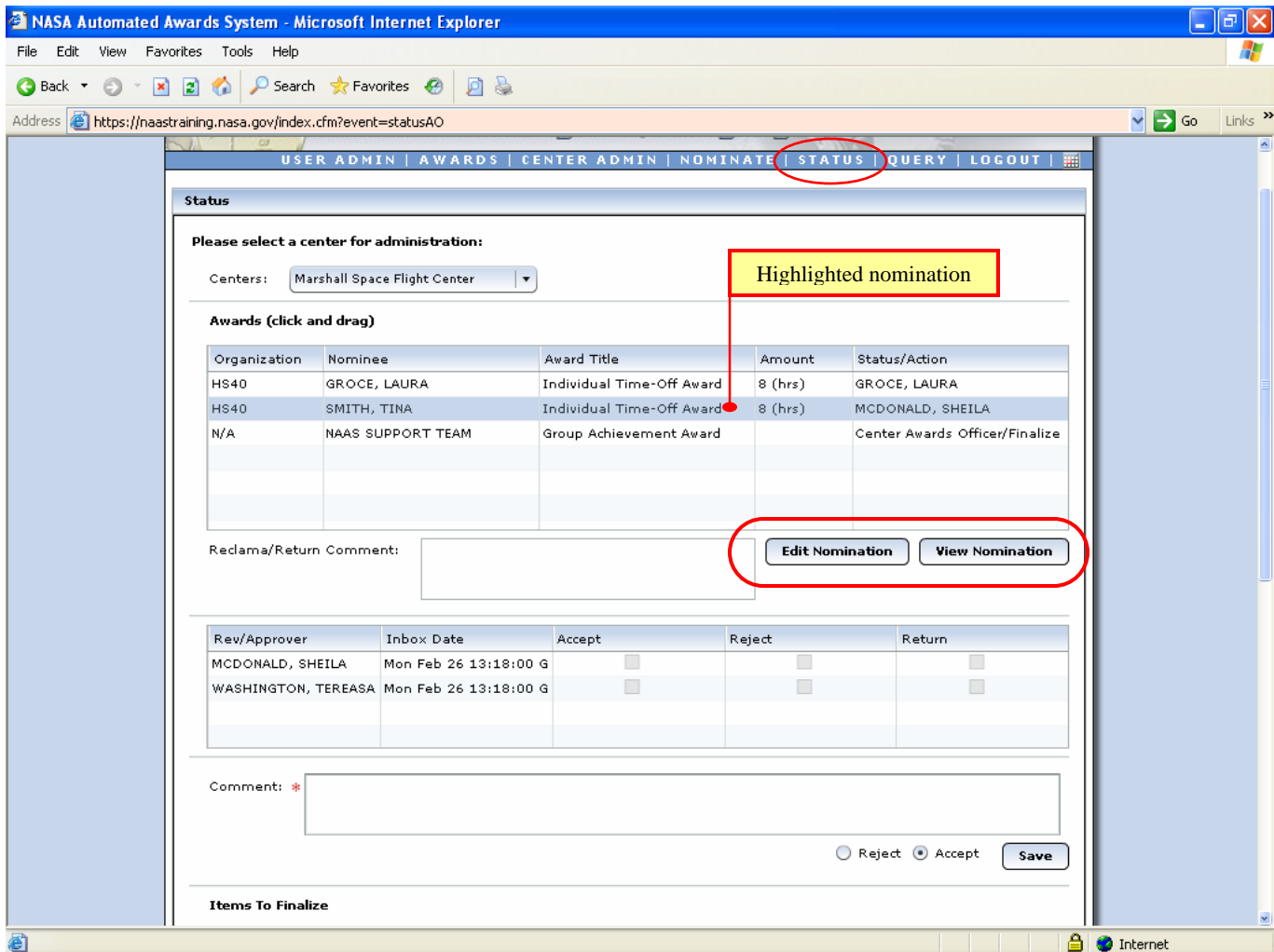


Figure 18

From the Status screen you can still edit a nomination you've submitted if necessary:

- Just click and highlight the particular nomination to be edited (*even if only one is listed*) to activate the “**Edit Nomination**” button.
- Then click on that button and NAAS will take you back to that nomination in the Nominate screen.
- Make your changes/corrections, and then submit the nomination again.

**NOTE:** When you re-submit a nomination after editing in this manner, the nomination will start its review/approval routing from the beginning again, even if the Reviewer (and the Approver) have already done their part; they will have to review and approve again.

You can also view the nomination itself in a more reader-friendly format:

- Click and highlight the nomination you wish to view (*even if only one is listed*) to activate the “**View Nomination**” button.
- Click on that button and a PDF file will open (see Figure 19 on the next page for a sample of the PDF).



## Sample Nomination PDF from the **STATUS** Screen

Award Details			
TITLE OF NASA MEDAL OR GROUP AWARD			
Group Achievement Award		The <i>type</i> of award will be shown here.	
GROUP NAME			
PAYLOAD RACK CHECKOUT UNIT CONNECTIVITY PROJECT			
FUNDING ORGANIZATION			
VP01			
Funding Organization = Originating/Initiating Organization			
GROUP REPRESENTATIVE		STATUS	
<div style="background-color: #cccccc; width: 100px; height: 1.2em; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Name purposely blocked from view.</div>		REJECT COMMENT:	
CITATION			
For dedicated teamwork in the successful implementation of the end-to-end connectivity of the Payload Rack Checkout Unit with the HOSC.			
JUSTIFICATION			
For dedicated teamwork in the successful implementation of the end-to-end connectivity of the Payload Rack Checkout Unit with the Huntsville Operations Support Center providing significant efficiencies to the International Space Station Program.			
SAMPLE			
INITIATING OFFICIAL		NOMINATING OFFICIAL	
DAVY, PAULETTE		<div style="background-color: #cccccc; width: 100px; height: 1.2em; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Name purposely blocked from view.</div>	
		EFFECTIVE DATE	
		12/23/2008	
		DATE CREATED	
		12/19/2008	

Figure 19

## PROXY OVERRIDE FEATURE (for ADMINISTRATIVE OFFICERS and AWARDS OFFICE ONLY)

**Status**

Please select a center for administration:

Centers: Marshall Space Flight Center

**Awards (click and drag)**

Organization	Nominee	Award Title	Amount	Status/Action
HS40	GROCE, LAURA	Individual Time-Off Award	8 (hrs)	GROCE, LAURA
HS40	SMITH, TINA	Individual Time-Off Award	8 (hrs)	WASHINGTON, TEREASA
N/A	NAAS SUPPORT TEAM	Group Achievement Award		Center Awards Officer/Finalize

Redama/Return Comment:

**Rev/Approver** | **Inbox Date** | **Accept** | **Reject** | **Return**

MCDONALD, SHEILA	Mon Feb 26 13:22:00 G	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WASHINGTON, TEREASA	Mon Feb 26 13:22:00 G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: \* Verbally approved by Ms. Supervisor by phone 02/26/2007. Proxy override performed by HS40/Laura Groce 02/26/2007

☐ Reject ☒ Accept

**Items To Finalize**

Figure 20

If you are an Administrative Officer, your role in NAAS is defined as the Organization Awards Officer (OAO) for the organization(s) for which you have responsibility. As an OAO, you will have override capability (to **Accept** or **Reject** only) for any nomination initiated within your area(s) of responsibility.

To override for a Reviewer or Approver who has not yet taken action on a nomination:

- Simply click and highlight that person's name as pictured in Figure 20 above.
- Type in your comments for the record in the text box provided (*required for an override*).
  - **NOTE:** The "*Comment:*" box does *not* wrap text to the next line (see example pictured above), and you cannot do a hard return to move to the next line. You only get one line of text, so you'll need to keep your comments brief but succinct.
- Click either the "**Reject**" or "**Accept**" radio button
- Click the "**Save**" button

Once you've completed the action, the screen should refresh itself, and you should then see the check mark in the "**Accept**" or "**Reject**" column, after you've highlighted the nomination in the first table again.

## QUERY SCREEN

Figure 21

### Search by Award Information/Criteria

From the Query screen, you can search for a nomination/award by selecting one or more search criteria, or you can leave them on the defaulted “All” wildcard entries (see Figure 21 above):

- “**Center**” (All, Agency, or MSFC)
  - “All” in this case means both Agency-level and MSFC awards only.
- “**Award Type**” (definitions are on page 6)
  - Center Honor Award
  - Center Other Incentive Award
  - Center Performance Award
- “**NOAC**” (Nature of Action Code)
  - You probably won’t use this one much; we recommend you leave this one on the default.
- “**Award Title**” (Director’s Commendation; Special Service Award; etc.)
- “**Classification**” (Honorary, Monetary, or Performance)
- **Status** (“**In Process**”, or “**Archived**”)
  - See Figures 22 and 23 on the next page for more information on the “**Archived**” selection.

**NOTE:** The selections available in each criteria “menu” will depend upon some or all criteria selected before it. For example, the Award Titles that will be displayed will depend upon the Award Type selected.

**NOTE:** We recommend you always leave “*Funding Code*” on the default.

**REMEMBER:** Be sure to use the *top* “**Search**” button when using these search criteria.

## Status: Archived

The screenshot shows the 'NAAS Query' form. A pink oval highlights the 'Award:' section, which includes dropdowns for 'Center' (Marshall Space Flight Center), 'Award Type' (All Center Level Award Types), 'NOAC' (All Center Level NOACs), 'Award Title' (All Center Level Award Titles), and 'Funding Org' (All). Below this, the 'Status:' section is highlighted with a blue oval. It contains radio buttons for 'In Process' and 'Archived' (selected), and checkboxes for 'Rejected' and 'Accepted' (both checked). A 'Date Range:' field with two calendar icons is also present. A pink oval highlights the 'Search' button. Below the 'Status' section, the 'Nominee:' section is highlighted with a pink oval, showing radio buttons for 'Name' and 'UUPIC', and input fields for 'Last Name' and 'First Name'. A pink oval with a red 'X' is placed over the 'Search' button in this section.

Figure 22

## Archived Date Range Calendars

This screenshot shows the 'NAAS Query' form with the 'Date Range' field populated with '07/01/2006'. A green oval highlights the 'Date Range' field and the 'Calendar icon buttons' (the calendar icon and the 'to' field). A calendar for March 2007 is displayed, showing dates from 1 to 31. The date '21' is highlighted. A pink oval highlights the 'Search' button. Below the 'Date Range' field, the 'Nominee:' section is highlighted with a pink oval, showing radio buttons for 'Name' and 'UUPIC', and input fields for 'Last Name' and 'First Name'. A pink oval with a red 'X' is placed over the 'Search' button in this section.

Figure 23

If you select “**Archived**” in the “**Status:**” section (see Figure 22 above), the “**Date Range:**” option will display. You must select a date range using the **calendar icon buttons** (see Figure 23)—you cannot manually type a date into the field.

The “**Rejected**” and “**Accepted**” options will also display, defaulted with a check mark. You can leave both checked, or de-select one or the other. We recommend leaving both with the default checkmarks in place.

**REMEMBER:** Be sure to use the **top** “**Search**” button when using the search criteria in the “**Award:**” and “**Status:**” sections.

## Search by Nominee

NAAS Automated Awards System - Microsoft Internet Explorer

Address: <https://naas.nasa.gov/index.cfm?event=query>

NAAS Query

**Award:**

Center: Marshall Space Flight Center Award Type: All Center Level Award Types

NOAC: All Center Level NOACs

Award Title: All Center Level Award Titles Funding Org: All

Classification: ☒ Honorary ☒ Time Off ☒ Monetary

**Status:**

☐ In Process ☒ Archived

Date Range: to ☒ Rejected ☒ Accepted

**Nominee:**

☒ Name ☐ UUPIC

Last Name: First Name:

**Nomination Detail**

Nominee Detail

Figure 24

You can also search by “*Nominee:*”, which will pull up every award that individual has received. We recommend searching by *both* “*Last Name:*” and “*First Name:*” to ensure the correct results are provided, but the “*Last Name*” *must* be filled in when searching by Nominee. Use *only the bottom* “*Search*” button when searching by a specific Nominee.

**REMEMBER:** Using the *bottom* Search button negates any search criteria selected in the “*Award:*” and “*Status:*” sections. *ALSO*, if both text fields are left blank, the search result will be a *very* long list that will be *useless to you*.

## “Nomination Detail / Nominee Detail” Table

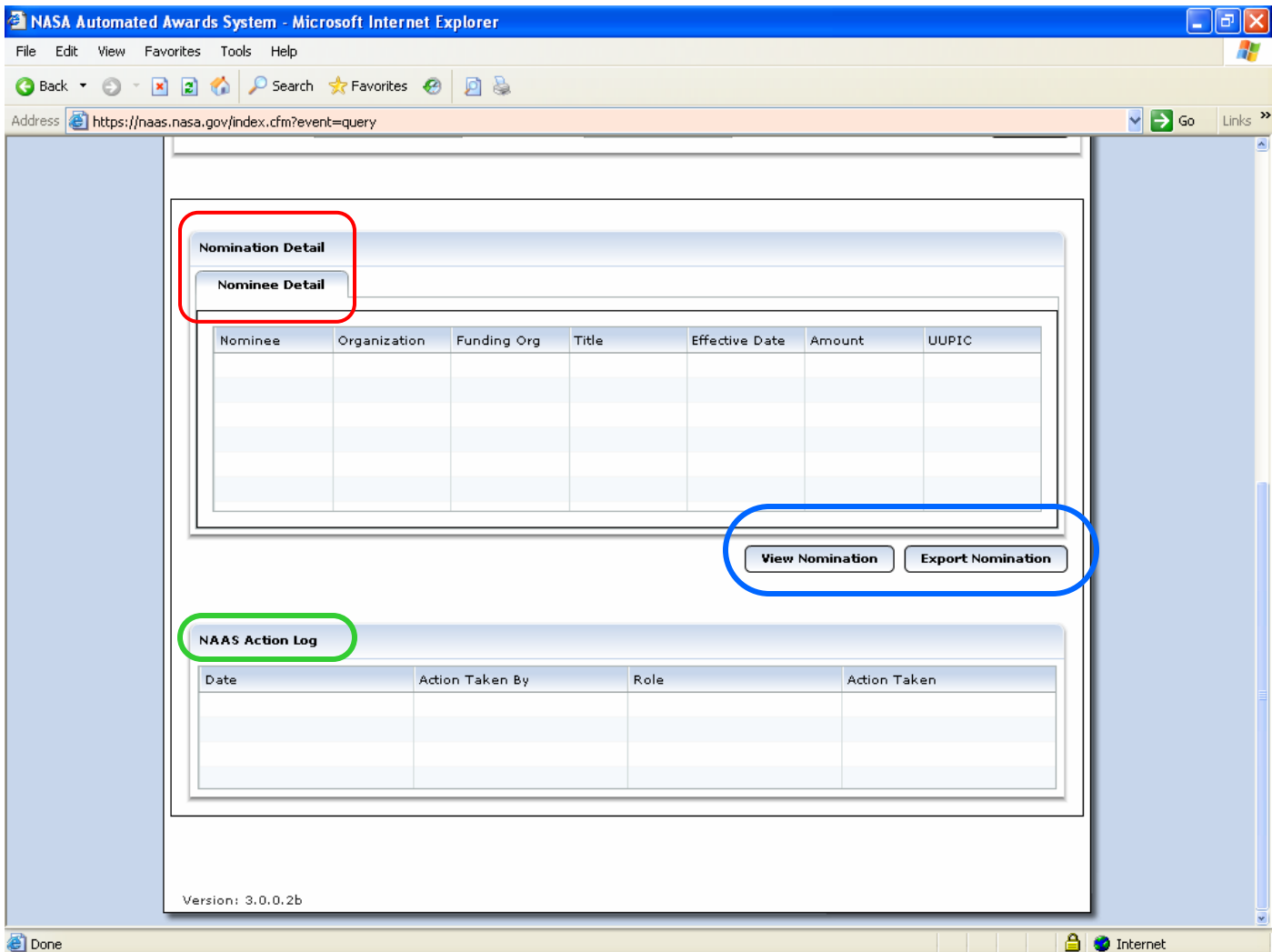


Figure 25

Once you’ve performed your search, the results will display in the “*Nomination Detail/Nominee Detail*” table (see Figure 25 above).

You can view or export a nomination/award from this table:

- Click to highlight the appropriate nomination/award (even if only one is listed)
- Click “[View Nomination](#)” to see a PDF of the nomination/award.
  - NOTE: The PDF for an Individual nomination/award from the Query screen will look different than one from the Status screen. See sample PDF on the next page.
- Click “[Export Nomination](#)” to see an Excel document showing the nomination “document stats” (rather than nomination content).

You can also view the “*NAAS Action Log*” to see *who* did *what* *when* on the nomination/award.

- Click to highlight the appropriate nomination/award in the “*Nomination Detail/Nominee Detail*” table (even if only one is listed), and the information will automatically be populated in the action log table.



Sample PDF for INDIVIDUAL from the **QUERY** Screen

Award Title:	Individual On-the-Spot Award
Nominee Name:	[REDACTED]
Funding Org:	QD01
Org:	QD03
AO Reject:	
Initiator:	GROCE, LAURA
Nominator:	[REDACTED]
Amount:	[REDACTED]
Effective Date:	09/16/2006
Create Date:	09/15/2006
Citation:	for outstanding support to the SRQA Policy and Assessment Department in working personnel actions, performance appraisals, and FY06 awards process for the entire department.
Justification:	for outstanding support to the SRQA Policy and Assessment Department in working personnel actions, performance appraisals, and FY06 awards process for the entire department.

Names/amounts purposely blocked from view.

Figure 26

Figure 26 above is a sample of a nomination/award PDF for an *Individual* from the *Query* screen. You will notice that it looks markedly different than the PDF from the Status screen. However, the PDF for a *Group* award will look the same as from the Status screen.

In the sample above, red lines have been added for your benefit to show each “heading” separate from the others, and the information that goes with each.

## CONGRATULATIONS EMAIL NOTICE (Individual Award)

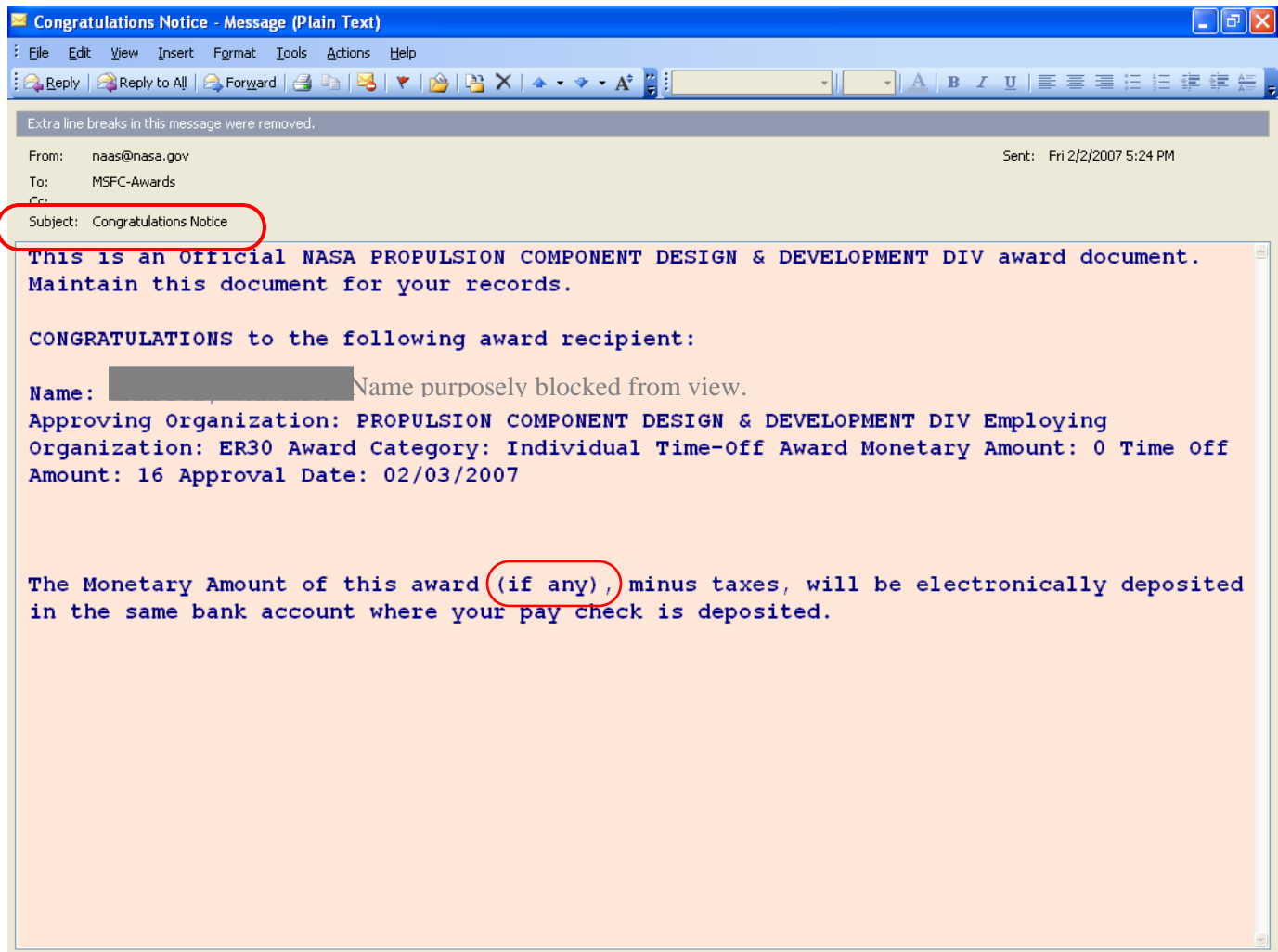


Figure 27

Pictured above is an example of a final “Congratulations” email notice from NAAS, telling the Nominator and the Initiator that the nomination has been approved and *finalized* (see definition on page 7). The email should be printed and presented to the recipient pending receipt of the official certificate (if applicable) from the NSSC via the MSFC Incentive Awards Office. This email notice replaces giving copies of the old MSFC Form 507 to the recipient(s).

**TIP:** *Before* printing the email notice, see Figures 28 and 29 on the next two pages for helpful information.

**NOTE:** Figures 27, 28, and 29 are examples of a Congratulations email notice for recipients of an *Individual* award (i.e. Special Service Award, etc.). See Figure 30 on page 36 for an example of a Congratulations email notice for a *Group* award. *Notice the differences in the information contained in the emails.*

## Congratulations Email Notice (Individual Award) with Line Breaks *Removed*

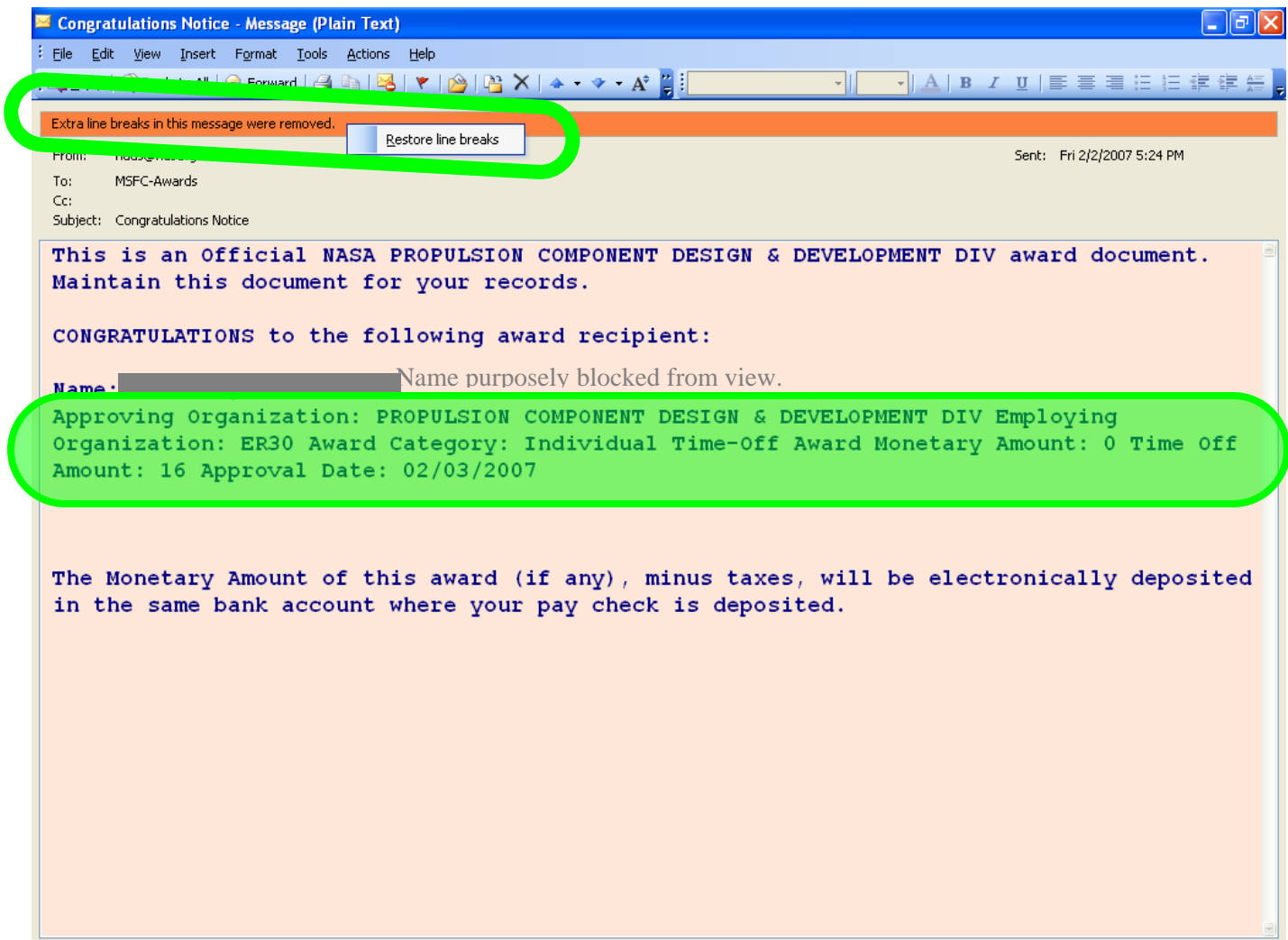


Figure 28

Depending on the settings in your email account, the “Congratulations” Email Notice *may* have the line breaks removed so that the information is run together as highlighted in the example above in Figure 28. If this happens, the line breaks can be restored by right-clicking on the information bar at the top of the message window just under the toolbar, and then clicking again on “*Restore line breaks*” as pictured above. *Figure 29 on the next page shows the same information after restoring the line breaks.*

**NOTE:** Both the *Initiator* and the *Nominator* will receive the Congratulations email notice (see page 7 for definitions).

**NOTE:** Figures 27, 28, and 29 are examples of a Congratulations email notice for recipients of an *Individual* award (i.e. Special Service Award, etc.). See Figure 30 on page 36 for an example of a Congratulations email notice for a *Group* award. *Notice the differences in the information contained in the emails.*

## Congratulations Email Notice (Individual Award) with Line Breaks Restored

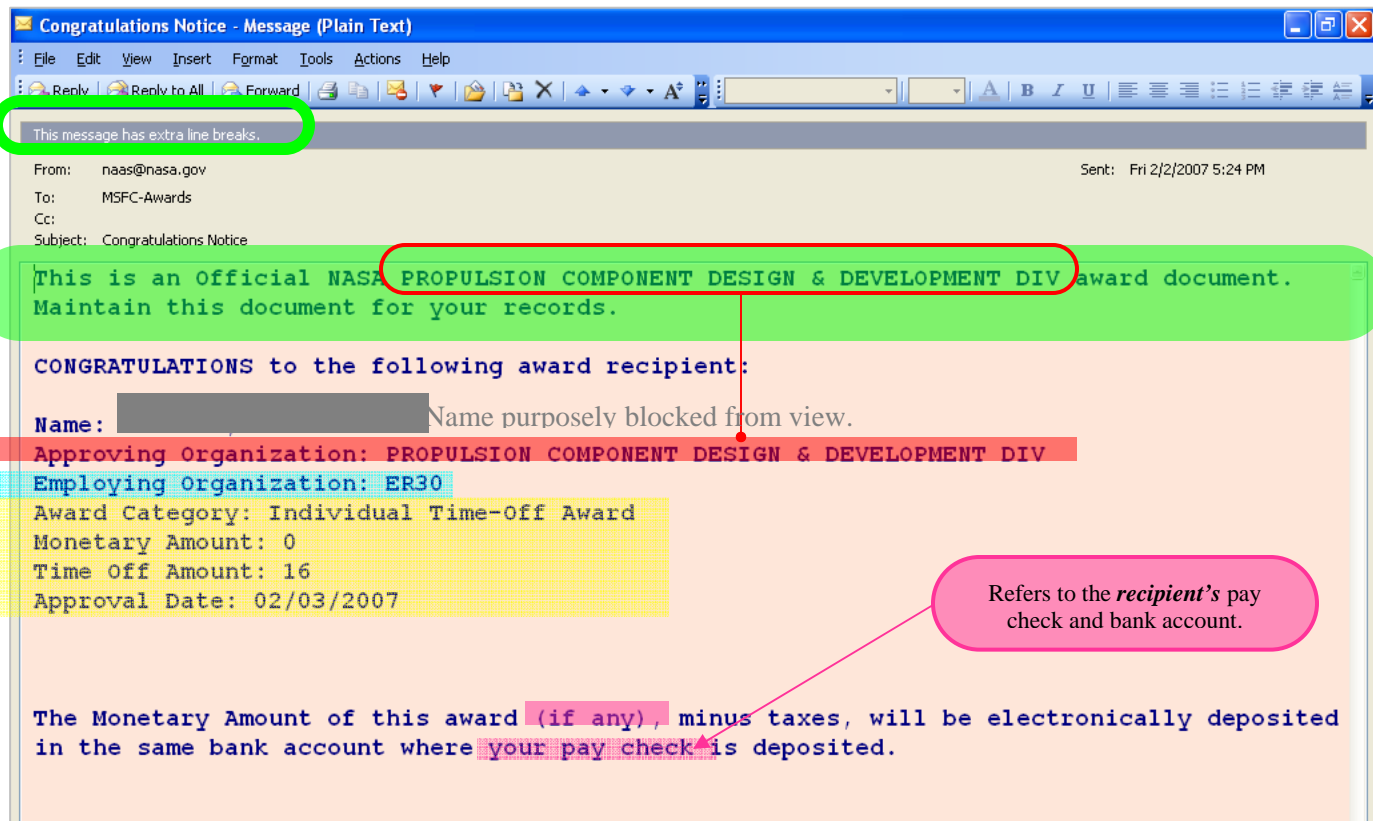


Figure 29

**NOTE:** Both the *Initiator* and the *Nominator* will receive the Congratulations email notice (see page 7 for definitions).

The email shows the following information about the award:

- **Name:** The name of the award recipient.
  - Shown as **Group Name** in group award email notices; no individual names will be listed in the email.
- **Approving Organization:** The initiating/funding organization.
- **Employing Organization:** The nominee/recipient's home organization.
  - This is not included in any *group* award email notice.
- **Award Category:** Special Service Award, Group Achievement Award, On-the-Spot Award, etc.
- **Monetary Amount:** If applicable, will show the cash amount for recipients of *individual* awards.
  - This is not included in any *group* award email notice.
- **Time Off Amount:** If applicable, will show the time off hours amount for recipients of *individual* awards.
  - This is not included in any *group* award email notice.
- **Approval Date:** The date the award was "finalized" (effective date).
- **Citation:** The citation that will be on the official certificate.
  - This is not included in any *group* award email notice.

The email should be printed and presented to recipients of Individual awards, pending receipt of certificates from NSSC (where applicable; for example, On-the-Spot Awards do not have certificates).

## CONGRATULATIONS EMAIL NOTICE (*Group Award*)

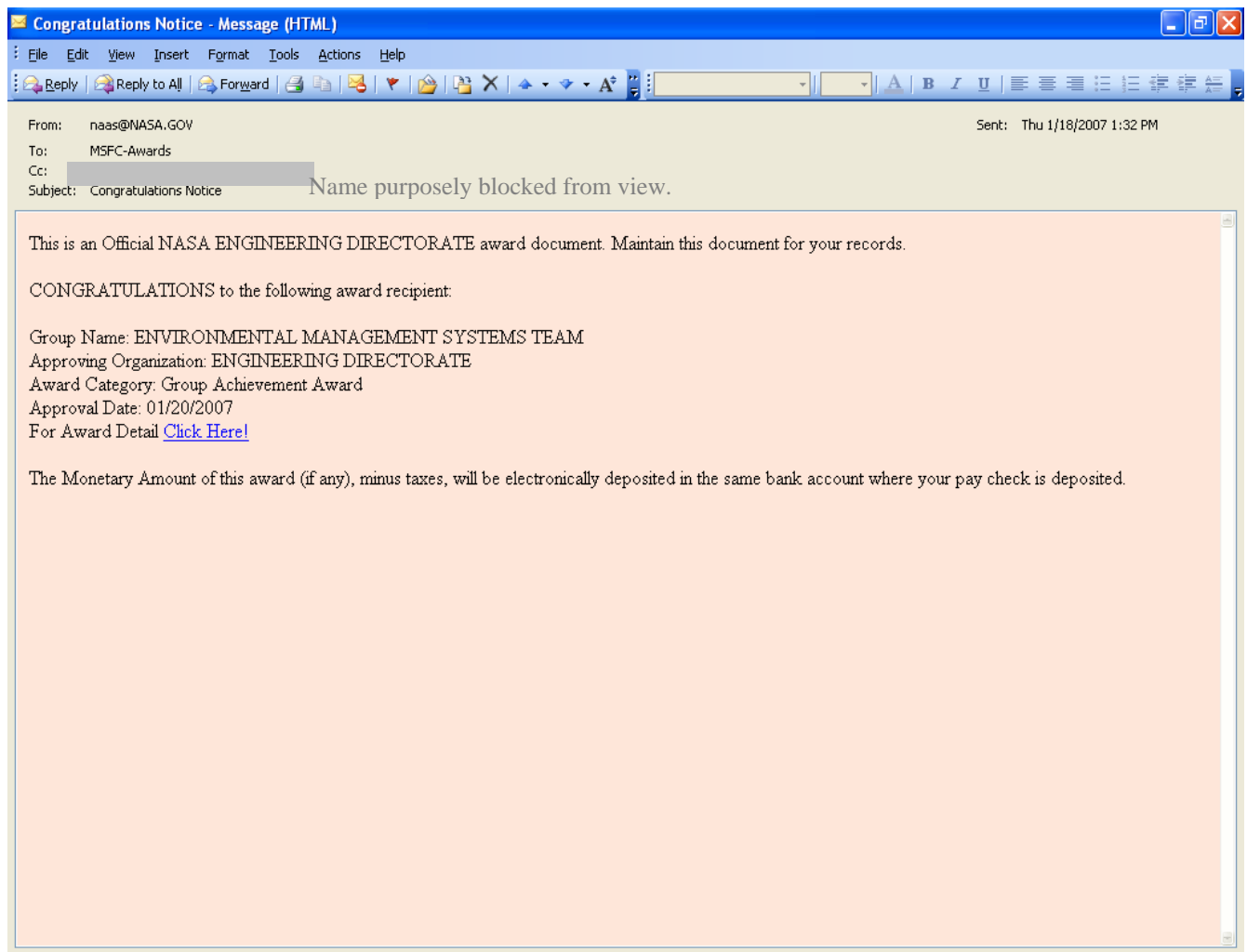


Figure 30

Figure 30 above shows an example of a Congratulations email notice for a Group award. You can see there are differences from the Congratulations email notice for the recipient of an Individual award (i.e. Special Service Award, etc.), examples of which can be seen on the preceding three pages in Figures 27, 28, and 29.

**NOTE:** Both the *Initiator* and the *Nominator* will receive the Congratulations email notice (see page 7 for definitions).

When you click on the link provided in the email, it will take you to a PDF of the nomination. The PDF has one sheet per team member, so that all you have to do is print the pages and give each team member the sheet with his/her name on it, pending receipt of the official certificates from NSSC (where applicable; Group On-the-Spot award do not have certificates).

## SAMPLE **OPTIONAL** EMAILS

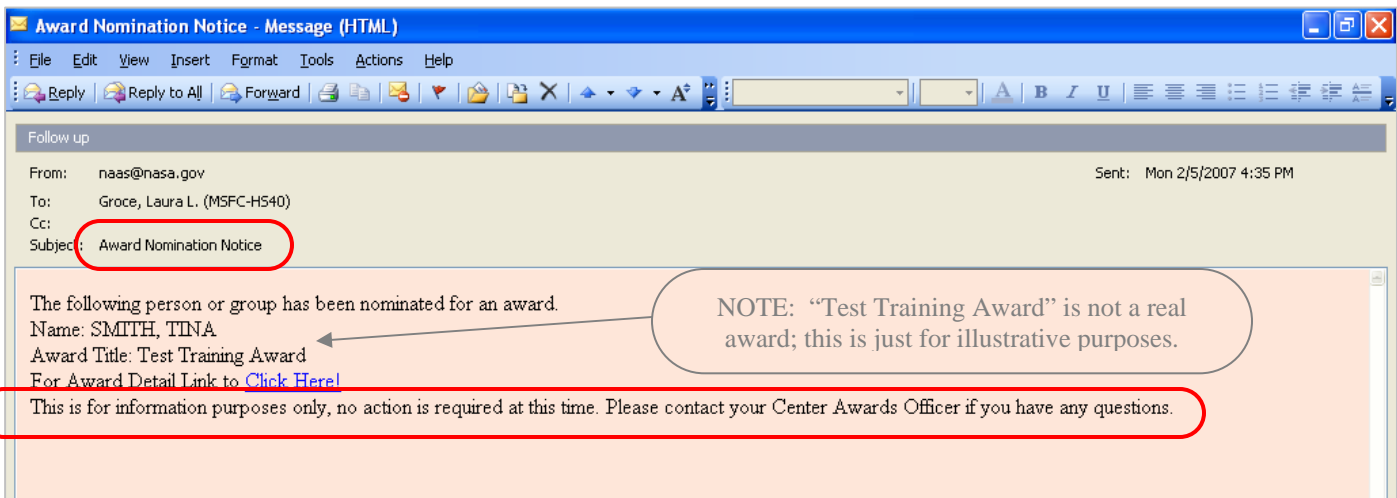


Figure 31

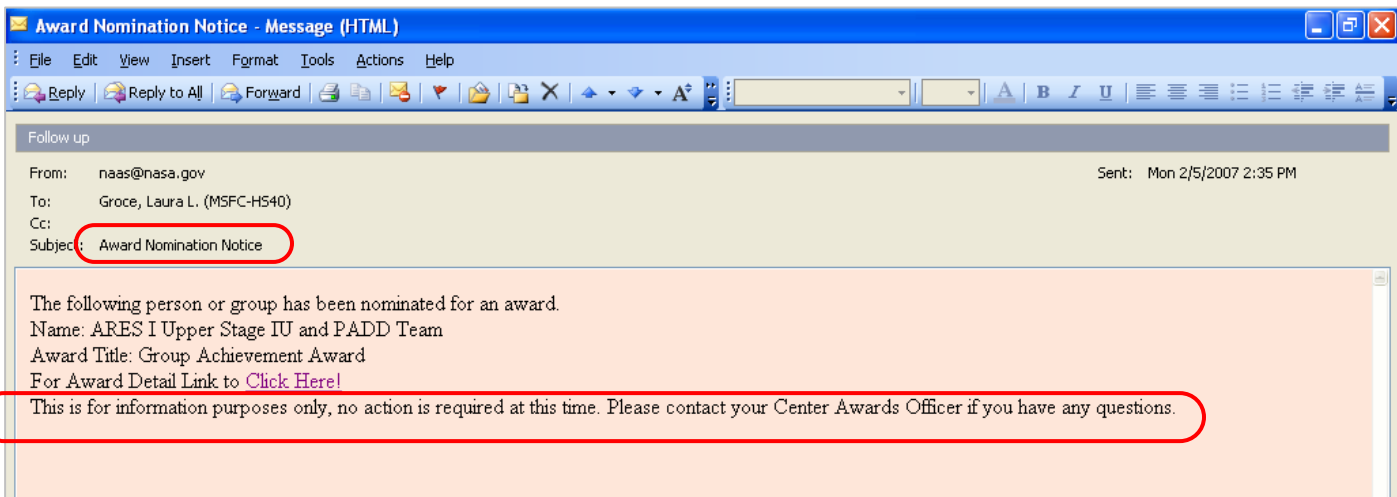


Figure 32

Pictured above are two examples of the email that is sent to Optional Email Addressees when you submit a nomination (see page 16). The first example, Figure 31, is for a nominee for an Individual award. The second, Figure 32, is for a nomination for a Group award.

If you are listed as an optional email addressee, the email subject line will read ***Award Nomination Notice***, and it is FYI ONLY. ***No action is required on your part.***

Optional Addressees include but are not limited to:

- Supervisor(s) of Civil Service nominees outside your immediate organizational unit.
- Supervisor(s) of Contractor nominees.
- Anyone else who might have a ***need*** to know about a particular nomination.

***Nominees themselves should NEVER be added as Optional Addressees!***

